

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address):     TELEPHONE NO: (        )                      FAX NO: (        ) ATTORNEY FOR (Name): NAME OF COURT: <b>Superior Court, County of Kings</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	<b>FOR COURT USE ONLY</b>
TITLE OF CASE:     <div style="text-align: center;">vs</div>	
<input type="checkbox"/> <b>AT ISSUE MEMORANDUM</b> <input type="checkbox"/> <b>COUNTER AT ISSUE MEMORANDUM</b>	CASE NUMBER:

**Nature of Case:**

- ☐ General Civil  
☐ Collections  
☐ Family Law

☐ Other (specify): \_\_\_\_\_

**THE COURT IS REQUESTED TO SET THIS CASE FOR TRIAL**

1. I (name): \_\_\_\_\_, declare:
  - a. ☐ All essential parties have been served with process or have appeared and this action is at issue. I request that all unserved parties named in my pleading, except fictitiously named parties, be dismissed without prejudice.
  - b. ☐ All essential parties have not been served with process or appeared and this action is NOT at issue.
  - c. ☐ I represent a defendant and I believe this action is at issue and ready to be set for trial.
2. ☐ A jury trial is demanded (If a jury trial is demanded in a general civil case, trial must be set through the Case Management Conference).
3. Estimated time for trial: \_\_\_\_\_ hours    \_\_\_\_\_ days
4. ☐ This case was referred to Alternative Dispute Resolution (ADR), and ADR proceedings have been concluded.

\* 5. List dates not available for trial within the next **3-6 months**:

\*\* 6. List **all other** names, addresses, and telephone numbers of attorneys for the parties or of parties appearing without counsel:

	Representing:  <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Plaintiff           <input type="checkbox"/> Defendant         </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Cross-complainant           <input type="checkbox"/> Cross-defendant         </div>
	Name: _____
	Representing:  <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Plaintiff           <input type="checkbox"/> Defendant         </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Cross-complainant           <input type="checkbox"/> Cross-defendant         </div>
	Name: _____

\* If a Counter At Issue Memorandum is to be used only to indicate trial dates not available, complete paragraph 5 or 6 only, otherwise the entire form must be completed.

\*\* The word "plaintiff" includes cross-complainant, "defendant" includes cross-defendant, and singular includes the plural.

(Continued on reverse)

CASE TITLE	CASE NUMBER:
------------	--------------

\_\_\_\_\_

Representing:

- ☐ Plaintiff
 ☐ Defendant  
☐ Cross-complainant
 ☐ Cross-defendant

\_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_

Representing:

- ☐ Plaintiff
 ☐ Defendant  
☐ Cross-complainant
 ☐ Cross-defendant

\_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_

Representing:

- ☐ Plaintiff
 ☐ Defendant  
☐ Cross-complainant
 ☐ Cross-defendant

\_\_\_\_\_

Name: \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
(TYPE OR PRINT NAME)



\_\_\_\_\_  
(SIGNATURE)

### PROOF OF SERVICE BY MAIL

(must be completed in full or At Issue Memorandum will not be accepted for filing)

At the time of mailing, I was at least 18 years of age, not a party to this cause and a resident of or employed in the county where the mailing occurred.

My residence or business address is (*specify*): \_\_\_\_\_

I enclosed a true copy of this notice of At Issue Memorandum and referenced documents in a sealed envelope by first-class, postage fully prepaid mail and depositing the envelope ☐ directly in the United States mail OR ☐ at my place of business for same-day collection and mailing with the United States mail, following our ordinary business practices with which I am readily familiar.

The envelope was addressed and mailed as follows:

- (1) Addressed as shown in item 7 above, ☐ and in attachment 8.
- (2) Date of mailing: \_\_\_\_/\_\_\_\_/\_\_\_\_
- (3) Place of mailing (*city and state*): \_\_\_\_\_, \_\_\_\_\_

*I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
(TYPE OR PRINT NAME OF DECLARANT)



\_\_\_\_\_  
(SIGNATURE OF DECLARANT)